



Used by State Director to transfer rental assistance from one borrower to another when the project is transferred or from one project to another project as a servicing action when authorized.

(see reverse)

PROCEDURE FOR PREPARATION : RD Instruction 1930-C, 1944-D, 1944-E, and 1965-B.

PREPARED BY : Initiated by State Director.

NUMBER OF COPIES : Original and three. Extra copy when property is acquired into inventory.

SIGNATURE REQUIRED : State Director.

DISTRIBUTION OF COPIES : Original to Finance Office, copy to State Office, copy to District Office case file, and copy to borrower.

A copy of this form should be attached to Form RD 1965-19, "Multiple Family Housing - Advice of Mortgaged Real Estate Acquired," when MFH property is acquired into inventory.

NOTE: When the original is completed by the Finance Office, it will be returned to the State Office. The State Office will conform their copy and forward the original to the District Office to be attached to Form RD 1944-27 "Rental Assistance Agreement." The borrower's copy will be conformed and forwarded to the borrower to be attached to the borrower's copy of Form RD 1944-27.

## INSTRUCTIONS FOR PREPARATION

1. Enter the borrower name who is transferring the rental assistance (RA).
2. Enter the name of the transferring project.
3. Enter the case number of the transferring borrower.
4. Enter the project number of the transferring project.
5. Enter the transferring project's loan type.

For example: RRH, LH, RCH

6. Enter the borrower name who is receiving the RA. (Leave blank on acquisitions.)
7. Enter the name of the receiving project. (Leave blank on acquisitions.)
8. Enter the case number of the receiving project. (Leave blank on acquisitions.)
9. Enter the project number of the receiving project. (Leave blank on acquisitions.)
10. Enter the receiving project's loan type. (Leave blank on acquisitions.)

For example: RRH, LH, RCH

11. Enter the appropriate transfer code.

1 - Loan transfer - all

This option should be selected when transferring all the RA units of a project in conjunction with an assumption of the project loan(s).

2 - RA transfer - all

This option should be selected when transferring all the RA units of a project to another project.

3 - RA transfer - partial

This option should be selected when transferring the portion of RA units not needed by a project to another project.

4 - Acquisition

This option should be selected when the RA is being held in suspense during the redemption period on an acquired property or when it is anticipated that RA will be transferred to the purchaser after a credit sale.

12. Enter the effective date of transfer.

13. In heading of section, enter transferor on left and transferee on right.

Enter the description of RA agreements being transferred.

Use left-hand columns a. and b. to enter the transferor's agreement numbers and units and use right-hand columns a. and b. to enter the transferee's agreement numbers and units. State Office will assign transferee's agreement number, if necessary.

a. Enter agreement numbers.

b. Enter number of RA units being transferred that are associated with each agreement number entered in 13a.

NOTE: The following applies when entering information on RA:

1. RA agreement numbers and units can only be combined under one agreement number if they were obligated in the same fiscal year (FY).

2. In all cases, an RA agreement number must be entered on the Form RD 1944-55 for both the transferor project and the transferee project.
  3. If the transferee project does not have an existing agreement number for the same FY as the transferor project, one must be assigned by the State Office.
  4. When you are making more than one transfer into a project, and the transferor projects have the same obligation year, use the same assigned RA agreement number for the transferee project. The transferred units will all be combined under one RA agreement number.
14. Use to notify Finance Office of anything unusual regarding this transfer.

Example:

“Suspension of Transferor’s RA was implemented by memorandum to the Finance Office dated \_\_\_\_\_.”

Also use to assure that the dollar value of the remaining RA obligation balance transferred appears on this form prior to being attached to Form RD 1944-27, “Rental Assistance Agreement” (RA balance to be provided by the Finance Office via the computer terminal).

15. Enter approval date.
16. Enter signature and title of approving official.